

# FORMAL OFFER PROCESS

- Invitation for Bids (IFB)
- Request for Proposals (RFP)

## IFB

[Section 103D-302, HRS](#)  
[Chapter 3-122](#), Subchapter 5, HAR

- Detailed specifications
- Pre-Bid conference for construction or design-build project, **total est. contract \$500,000 or more**
- No discussions
- Award to low bidder
- Protest filed within **5 working days** of the posting of the award

## Multi-Step IFB

[Section 103D-302, HRS](#)  
[Chapter 3-122](#), Subchapter 6.5, HAR

### Combination IFB/RFP:

#### Step 1:

- Unpriced technical Proposals
- Pre-Bid conference (same as IFB process)
- Discussions
- Determine acceptable proposals

#### Step 2:

- Award to bidder offering lowest priced acceptable proposal
- Protest filed within **5 working days** of the posting of the award

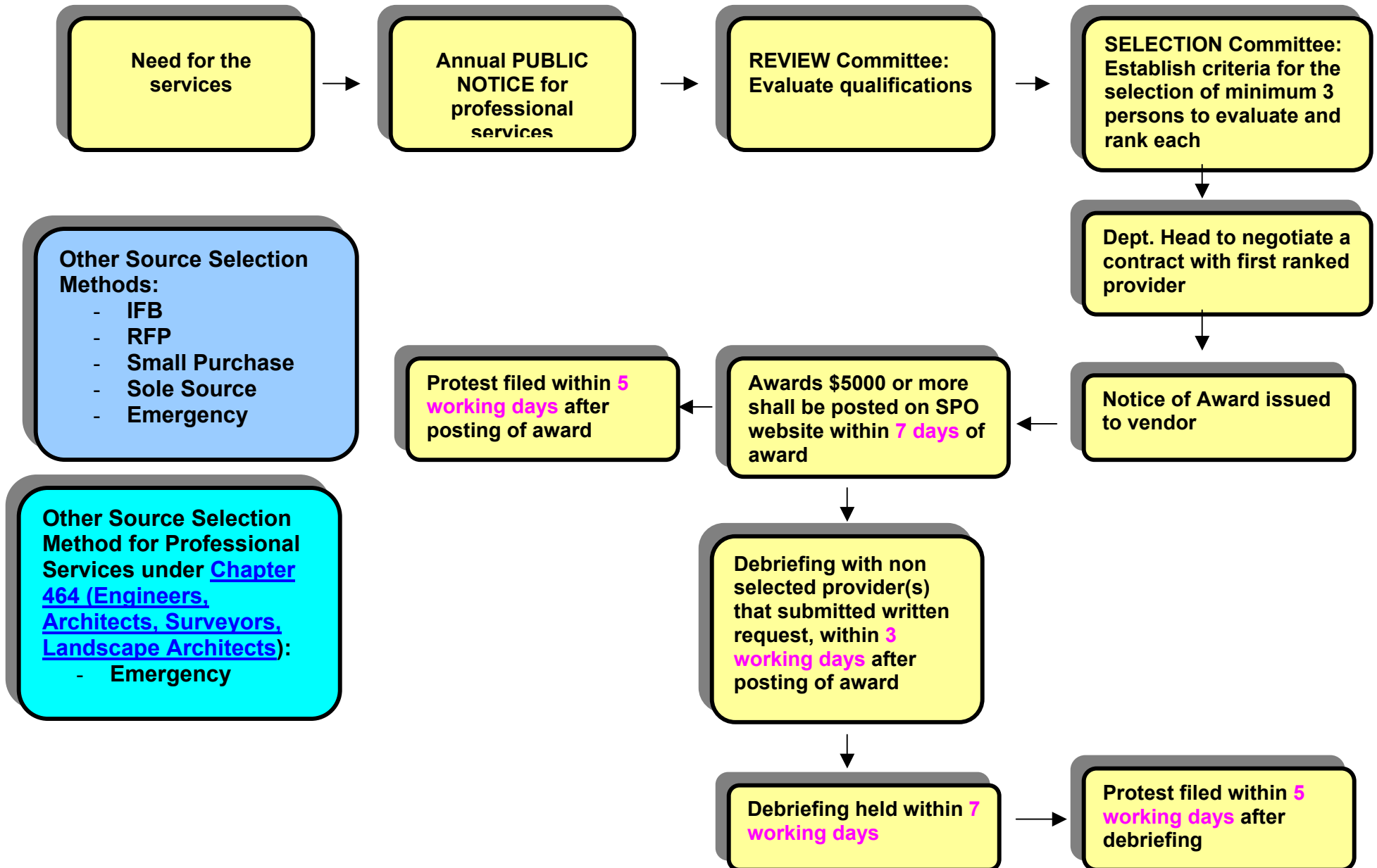
## RFP

[Section 103D-303, HRS](#)  
[Chapter 3-122](#), Subchapter 6, HAR

- Solution to a problem
- Evaluations
- Discussions
- Pre-Proposal conference for construction or design-build projects, **total est. contract \$100,000 or more**
- Best and Final Offers (optional)
- Award based on various criteria – price may be a factor
- Protest filed within **5 working days** of the posting of the award
- Debriefing of requesting non-selected offeror within **3 working days**
- Protest filed within **5 working days** after debriefing

# PROFESSIONAL SERVICES

Section 103D-304, HRS  
Chapter 3-122, Subchapter 7, HAR



# PROFESSIONAL SERVICES

## Section 103D-304, HRS Chapter 3-122, Subchapter 7, HAR

PROCUREMENT OF PROFESSIONAL SERVICES shall be pursuant to [§103D-304](#), or:

- Competitive sealed bids ([§103D-302](#))
- Competitive sealed proposals ([§103D-303](#))
- Small purchase ([§103D-305](#))
- Sole source ([§103D-306](#))
- Emergency ([§103D-307](#))

Design professional services ([Chapter 464](#)) shall be pursuant to [§103D-304](#) or [§103D-307](#).

**STEP 1:** Notice to providers of professional services. Post notice on Procurement Notices System (PNS).

**STEP 2** REVIEW COMMITTEE

- Minimum of three committee persons
- Shall review and evaluate all submissions
- Prepare a list of qualified persons

**STEP 3** SELECTION COMMITTEE

- Minimum of three committee persons
- Utilize selection criteria in descending order of importance:
  1. Experience and professional qualifications relevant to the project type;
  2. Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies;
  3. Capacity to accomplish the work in the required time; and
  4. Any additional criteria as determined by the selection committee, made known to the providers.
- Evaluate the submissions.
- Conduct confidential discussions
- Rank a minimum of three providers, submit to head of the purchasing agency (HOPA)
- HOPA shall negotiate a contract with first ranked person
  1. If not able to reach agreement, negotiate with second ranked person
  2. If not able to reach agreement with any on the initial list, selection committee may be asked to submit a minimum of three additional persons for HOPA to resume negotiations
  3. Contract file shall contain all documentation to support selection.

**STEP 4** AWARD

- Awards \$5000 or more shall be posted on SPO webpage within 7 days of award.

**STEP 5** DEBRIEFING of non-selected provider

- Non-selected provider may submit a written request for debriefing within 3 working days after posting of award
- Agency shall conduct debriefing within 7 working days

**STEP 6** PROTEST

- Shall be filed within 5 working days of the posting of the award; or
- Following a debriefing, a protest shall be filed within 5 working days